

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

April 19, 2004

5:15 PM

Chairman Forest called the meeting to order.

The Clerk called the roll.

Present: Aldermen Forest, Osborne, Porter, Lopez

Absent: Alderman Gatsas

Messrs.: J. Porter

Chairman Forest addressed Item 3 of the agenda:

Communication from Alderman Shea relative to procedures for citations.

Alderman Osborne moved to table.

Alderman Shea stated what I would like to do is refer this item with the permission of the Chair to the City Clerk so that a future discussion by individuals responsible for different departments might be present to address this concern. That is what I would like to do.

Clerk Bernier responded if I understand it correctly Alderman Shea is asking that the City Clerk's Office coordinate citation procedures from the departments that are included in the letter and come up with a plan hopefully in a month or so to address the citation issues and the problems we are having. Is that correct?

Alderman Shea replied yes.

Alderman Lopez moved to refer this issue to the City Clerk's Office. Alderman Osborne duly seconded the motion. Chairman Forest called for a vote. There being none opposed, the motion carried.

Chairman Forest addressed Item 4 of the agenda:

Communication from Karen Nault seeking permission to hang a 60-foot

banner across Elm Street marking the start of the 12th Annual CIGNA HealthCare Corporate 5K Road Race on Thursday, August 12, 2004 from 5:00 PM until immediately after the start of the race.

Alderman Porter moved to approve the request. Alderman Osborne duly seconded the motion.

Alderman Lopez stated I thought it was against the rules of the City to put up banners.

Chairman Forest stated I think Ms. Nault is here and they have done it every year.

Clerk Bernier stated if I could address that Alderman Lopez is correct in regards to banners across Elm Street. There is an ordinance. They have asked and previous Committees have given them permission with the understanding that they do set it up prior to the race and take it down after all runners have gone underneath the banner.

Alderman Lopez asked do the people who are requesting this agree with the amendment to put it up right before the race and take it down immediately after.

Chairman Forest responded I believe that is what they are going to do according to the letter.

Alderman Porter stated that was my intent with the motion that they put it up and take it down right after the start of the race.

Chairman Forest called for a vote on the motion. There being none opposed, the motion carried.

Chairman Forest addressed Item 5 of the agenda:

Communication from Joan Porter, Tax Collector, suggesting departmental input regarding ultimate utilization of electronic forms of payment.
(Note: on 03/15/2004 voted that a study be conducted by Finance, Water, EPD, Tax, and Information Systems on cost estimates and implementation of an electronic form of payment starting with water and sewer billing combined.)

Chairman Forest stated I talked with Joan Porter this morning and apparently they are not ready with this. Well, Joan is here and maybe she should talk to this.

Ms. Joan Porter stated the agenda should be reading that Joanne Shaffer is giving the presentation because Finance took this over months ago. The letter came from me and at that meeting when they discussed the letter Kevin offered to have Finance take over. We did meet last week but there was a lot of information that Joanne has been gathering and we didn't have a lot of it. We were under the impression that this meeting was going to be held later in the month and we would make it for that meeting. I think now they are planning on making it for the May meeting.

Chairman Forest stated I would like to have a motion to table this until the June meeting.

On motion of Alderman Osborne, duly seconded by Alderman Lopez it was voted to table this item until the June meeting.

TABLED ITEMS

6. Communication from Diane Prew, Information Systems Director, advising that the Mail Operation Committee met to review the proposals and as a result a new proposal from Pitney Bowes was received that the committee will be meeting shortly to review.

This item remained on the table.

7. Communication from Leo Pepino requesting that the Board of Mayor and Aldermen provide all World War II veterans with a medal similar to those given to Manchester's soldiers after World War I.

This item remained on the table.

8. Financial Restructuring proposal – response from Mayor, if available.

This item remained on the table.

9. Communication from Alderman Osborne requesting the contract compliance issues noted in the management letter be referred to the Committee on Administration.

This item remained on the table.

10. Draft Resolution in opposition to HB 1416-FN "extending the property tax

exemption for wooden poles and conduits and establishing a committee to study issues related to the exemption” referred to committee by the full Board to monitor.

This item remained on the table.

11. Report from City Solicitor regarding requested language for charter amendment relating to internal auditor and primary elections, if available.

This item remained on the table

There being no further business, on motion of Alderman Osborne, duly seconded by Alderman Lopez it was voted to adjourn.

A True Record. Attest.

Clerk of Committee